

DECLARATION OF INTENT TO ADVANCE

Complete and return to Human Resources Staffing Consultant

FIND YOUR STAFFER: WWW.APS.EDU/HUMAN-RESOURCES/DOSSIER-PROCESS-FOR-TEACHERS

Dossier submission window 7/15 thru 3/31

Projected date of submission: _____

Is this a resubmission of Declaration of Intent to Advance? Yes No

I have notified my principal of my intent to advance. Yes No

HR Staffer will notify you by email if you meet requirements for dossier or dossier bypass.

Name: _____

Employee #: _____

APS E-mail Address: _____

Phone: _____

Current Assignment: _____

Location: _____

License Number: _____

Year I received current license(s) _____

Current Level of License: Level I Level IA Level II

Type of License: General Ed Special Ed _____ other

Level 1 or 1A: I have completed my mentorship program. Yes No

Level 2: I have completed a master's degree or NB and have provided transcripts to APS and NMPED Yes No

I will have taught at least three (3) full years (480 instructional days) at current level license when I advance. Teacher of record on an Intern License (I or 1A) after SY1112 counts as teaching with a Level 1 license. Yes No

I have taken extended leave (more than 10 consecutive days) in the last three (3) years? Dates: _____ Yes No

I will have at least three (3) successful evaluations at this licensure level when I advance. SchYr _____ SchYr _____ SchYr _____ Yes No

HR USE ONLY

Mentorship/Masters Yes No

480 days at level Yes No

3 successful evals at level Yes No

SY _____ SY _____ SY _____

Dossier Bypass Dossier*

May Not Advance

Needs Extension – License Due